



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606
312 454 0400
www.cmap.illinois.gov

Outreach Associate (OA071)

December 3, 2014

Company/Agency: Chicago Metropolitan Agency for Planning
Job Category: Associate
Experience Required: 2 – 4 years
Salary Range: \$54,000 – \$78,300

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a full-time outreach associate to help communicate agency priorities to local governments, not-for-profit, civic, and business organizations. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides the implementation of metropolitan Chicago's comprehensive regional plan, GO TO 2040, which was adopted unanimously by leaders from across the seven counties in fall 2010. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The ideal candidate for this position will be an articulate, well-organized professional who is able to convey complex policy initiatives to a variety of stakeholders. The outreach associate will be responsible for communicating agency priorities to CMAP partners, which include elected officials, councils of government, business leaders, civic partners, and residents of the region. The outreach associate will be expected to emphasize the recommendations of GO TO 2040 and work collaboratively to build actionable support for CMAP's policy and planning activities.

Essential Functions

- Engage local stakeholders on campaigns that cover a broad range of policy areas that impact CMAP; key issues include congestion pricing, tax policy, land use, and transportation policy.
- Collaborate with internal local planning, legislative, policy, and transportation staff to understand ongoing initiatives.
- Assist in developing strategies to engage various stakeholder groups on policy and planning issues.
- Make presentations to local stakeholders with a goal of increasing and sustaining partnerships.
- Participate in strategic planning activities; develop presentations, written reports and memorandum.

Qualifications and Skills

- Experience working with elected officials and local government staff.
- Experience in successful coalition building with civic, business, non-profits, local governments, and the general public.
- Excellent communicator with great interpersonal and presentation skills, as well as the ability to write well and translate complex issues into simple language that people who are not experts can understand.
- Engage productively with people with contrary viewpoints, and effectively articulate positions.
- Some knowledge of local planning practice in northeastern Illinois, including understanding the links between transportation, land use, housing, economic development, environment and natural resources, and community development.
- Strong organizational and time management skills and attention to detail.
- Project management experience with strong persuasion and diplomatic skills and shows intercultural orientation and understanding.
- Experience using technology for public outreach and engagement.
- Prior experience using CRM software a plus.

Education and/or Experience

- Bachelor's degree required, Master's degree preferred, in Planning, Public Policy, Communications, or a related discipline.
- Two to five years of experience within government relations and/or community affairs, government, advocacy group or related field.

Contact Information

Send your resume, cover letter with contact information and Job Code (OA071).

Email:

hresources@cmap.illinois.gov

Mail:

Human Resources
Chicago Metropolitan Agency for Planning (CMAP)
233 S. Wacker Drive, Suite 800
Chicago, IL 60606

Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.